

# 2009 Virginia Arts Economic Stimulus Program

## American Recovery and Reinvestment Act of 2009

Virginia is participating in the national economic recovery with funding through the American Recovery and Reinvestment Act of 2009. The American Recovery and Reinvestment Act of 2009 includes \$50 million for jobs in the arts. A portion of these funds will be managed by the National Endowment for the Arts, and a portion will be managed by state arts councils across the country. The Virginia Commission for the Arts will distribute \$331,000 of this funding in grants to Virginia arts organizations to preserve jobs. Please read the materials below carefully to determine if your organization is eligible to apply for these funds.



VIRGINIA  
COMMISSION  
for the



### Following are:

- Guidelines for Funding
- Application Review Process
- Frequently Asked Questions
- Application Questions

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## Guidelines for Funding

These grants are a one-time, non-recurring opportunity.

### Purpose:

To preserve jobs within Virginia arts organizations

### Eligible Applicants:

- Arts organizations that will receive a 2009-2010 General Operating Support grant from the Commission
- Local arts agencies that will receive a 2009-2010 Services to the Field Grant from the Commission

Note: Arts organizations that have applied for a 2009-2010 General Operating Support Grant or local arts agencies that have applied for a 2009-2010 Services to the Field Grant are eligible to apply for the economic stimulus funds by May 18, 2009. If any applicant for the economic stimulus funds is not approved for a General Operating Support or Services to the Field Grant, the application for economic stimulus funds will become ineligible.

**Application Deadline:**

Monday, May 18, 2009. Applications must be received in the Commission offices by 5 p.m.

**Eligible Activities:**

Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated since October 15, 2008, as a result of the economic climate.

**Activities Not Eligible for Support:**

- Salary support of new or expanded positions
- Any costs associated with the positions beyond salary and benefits
- Salary support for positions eliminated prior to October 15, 2008
- Salary support for fundraising/development personnel

**Grant Period:**

July 15, 2009, to June 30, 2010

**Criteria for Funding:**

- **Artistic quality of the applicant organization**  
*(Based upon the reviewers' comments on your General Operating Support or Services to the Field application)*
- **Significance of the position(s) to the mission and core work of the applicant organization**  
*(Based upon your response to Question 4 of the economic stimulus application)*
- **Likelihood that the position(s) will achieve the identified outcome(s)**  
*(Based upon your response to Question 8 of the economic stimulus application and your organization's history of achievement)*
- **Ability of the applicant organization to administer the funds effectively, including the ability to track outcomes and complete required reports in a timely manner**  
*(Based upon your organization's history of submitting complete and accurate applications and final reports, including financial statements, to the Commission)*
- **Potential of the applicant organization to sustain the position(s) after the grant period**  
*(Based upon your response to Question 9 of the economic stimulus application and upon your organization's history of achievement)*
- **Impact of the applicant organization on underserved populations**  
*(Based upon the reviewers' comments on your General Operating Support or Services to the Field application)*

Note: In awarding the funds the Commission will attempt to reach a broad geographic range of constituents.

**Amount of Assistance:**

\$10,000 to \$20,000 with no specific amount of matching funds required

**Reporting Requirements:**

Reporting requirements will be determined by the Federal Office of Management and Budget and will be announced later.

Note: All grantees will be required to have DUNS numbers ([www.dnb.com](http://www.dnb.com)) and to be registered with the Central Contractor Registry ([www.ccr.gov](http://www.ccr.gov)). Eligible organizations not meeting these criteria can apply for funding, but no grant funds will be released until the applicant has notified the Commission that these criteria are met.

**Questions:**

Elizabeth Cantile of the Virginia Commission for the Arts staff (804-225-3132 or [elizabeth.cantile@arts.virginia.gov](mailto:elizabeth.cantile@arts.virginia.gov)) is the coordinator of the economic stimulus grants. If she is not available, other members of the Commission staff will assist you.

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## **Review Process**

- Applications for the Virginia economic stimulus grants are due in the Commission offices by close of business on Monday, May 18, 2009.
- The Commission staff will review the applications for eligibility.
- A subcommittee of the Commission will meet in June to rank the applications in priority order. At this meeting the Commissioners will have access to the advisory panel comments about the General Operating Support or Services to the Field grant applications. In addition, the Commissioners will receive information from the Commission staff about the past performance of the applicants in preparing accurate final reports in a timely manner.
- After the Commission has met on June 16 and 17 to award the 2009-2010 General Operating Support and Services to the Field Grants and after the National Council for the Arts meets on June 28 to award the direct competitive grants, the Commission will delete from the priority listing the organizations approved for direct National Endowment for the Arts funding and any organizations not approved for 2009-2010 Commission funding. The Commission will then award the state economic stimulus funds to the Virginia organizations in priority order.

- First payments of 85% of each of the state grants will be made in mid-July with the balance paid after all required reports are received.

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## **Frequently Asked Questions**

### **1. Why are 2009-2010 General Operating Support grantees and local arts agencies receiving 2009-2010 Services to the Field grants the only organizations eligible to apply for these funds?**

The Federal Office of Management and Budget has directed federal agencies to mitigate risk in the distribution of these funds by awarding the funds to organizations with the demonstrated ability to deliver the results and accountability objectives in the American Recovery and Reinvestment Act of 2009. The General Operating Support grantees and local arts agencies receiving Services to the Field grants have been reviewed by the advisory panels and board members of the Virginia Commission for the Arts. These organizations meet the Congressionally-mandated criteria of artistic excellence and merit. These organizations represent all arts disciplines, organizational sizes, and geographic diversity.

### **2. Why are the arts economic stimulus funds restricted to job preservation as opposed to job creation?**

While the overall Recovery Act includes both job creation and job preservation, the part of the Act specific to the National Endowment for the Arts states that funds are to be distributed in grants “which preserve jobs in the non-profit arts sector threatened by declines in philanthropic and other support during the current economic downturn.”

### **3. Why are fundraising/development jobs not eligible for funding?**

Salaries, wages, fringe benefits, and fees that are incurred in connection with fundraising are not allowable project expenses - for this program or any other federal grantmaking program.

### **4. Is there a requirement for matching funds for the grants?**

There is no specific matching requirement for the Virginia Arts Economic Stimulus Grants. However, the maximum grant is \$20,000 so most grantees will have to make a financial commitment from other sources for the affected position(s).

### **5. How does the Commission define “positions in jeopardy?”**

In the application you will be asked why you consider the position(s) to be in jeopardy. In addition to your response to this question, it will strengthen your application if you have any type of documentation about why the position(s) is in jeopardy. The Commission recognizes that

some documentation will be considered confidential since it involves personnel matters. Examples of documentation could be draft budgets showing reduction in projected salary costs, board minutes, correspondence with individuals in the affected position(s), etc.

**6. What is the significance of October 15, 2008, in referring to positions that have been eliminated?**

October 15, 2008, was the date that Governor Kaine announced the state government budget reductions for 2008-09. In order to define the phrase “recently eliminated positions,” the Commission chose the date on which cuts were made in the 2008-09 General Operating Support and Services to the Field grant amounts.

**7. Are contract positions eligible for funding?**

Yes, but one of the questions on the application asks about plans for sustaining the position(s). If the organization has no plans to continue the position(s), even when the economy improves, other applications are likely to be a higher priority for funding.

**8. Will the reporting requirements for the Virginia Arts Economic Stimulus Grants be different from the standard reporting requirements for other Virginia Commission for the Arts grants?**

Yes, the Federal Office of Management and Budget will determine the reporting requirements. Information on the reporting requirements is not yet available but will be posted on the Commission website soon. The Commission anticipates that there will be requirements for more detailed and more frequent reports than the standard procedures of the Commission. As a result, in awarding the funds the Commission will pay careful attention to each applicant’s history of submitting complete and accurate applications and final reports, including financial statements, to the Commission by the required deadlines.

**9. Are organizations eligible to receive funding from both the National Endowment for the Arts and the Virginia Commission for the Arts?**

No, an organization may receive only one grant from the arts economic stimulus funds. There are a handful of Virginia arts organizations that are eligible to apply for direct funding from the National Endowment for the Arts. The Commission is encouraging these organizations to apply both to the National Endowment for the Arts and the Virginia Commission for the Arts. Because the federal government has requested that the economic stimulus funds be distributed as rapidly as possible in order to begin having an effect on the economy, the application and review processes for the National Endowment for the Arts and the Virginia Commission for the Arts are taking place simultaneously. The National Council for the Arts will make its decisions about the direct grants from the National Endowment for the Arts on June 28. The Commission will have reviewed its applications and ranked them in priority order by that time. After the Commission receives notification about the National Endowment for the Arts grants in Virginia, if any, it will eliminate the applications from these organizations for state arts economic stimulus funds from further consideration.

No, an organization may receive only one grant from the arts economic stimulus funds. The Mid Atlantic Arts Foundation has been designated to distribute a portion of the arts economic stimulus funds. The Mid Atlantic Arts Foundation has not yet distributed its guidelines for funding or timelines for reviewing the applications. If the Mid Atlantic Arts Foundation reviews its applications later than the Virginia Commission for the Arts, it will be the responsibility of the Mid Atlantic Arts Foundation not to award grants to any Virginia organizations that have been approved for economic stimulus funds from the National Endowment for the Arts or the Virginia Commission for the Arts.

***Be sure to read the guidelines for the economic stimulus grants prior to preparing the grant application.***

- A.** Prepare a Cover Sheet with the Title **2009 Virginia Arts Economic Stimulus Grant Application**. Put the name of the applicant organization, complete mailing address, telephone number, website address, contact person for the grant application, and the email address of the contact person.
- B. Respond to the Following Questions in No More than Three Pages of Narrative**
1. For what position or positions are you requesting support?
  2. What is the amount of funding that you are requesting from the Commission?
  3. What is the salary and what are the benefits, if any, for each of the positions?
  4. What is the significance of the position(s) to the mission and core work of the applicant organization?
  5. If the position exists within your organization, why do you consider its continued existence to be in jeopardy? Be as specific as possible in answering this question and include any available documentation.
  6. If the position has been eliminated by your organization, when was it eliminated and what has been the impact of the elimination?
  7. What will be the source of funds beyond the grant from the Commission for the salary and benefits?

8. What are the desired outcomes of having this position or positions, and how will you determine if the outcomes have been achieved?
9. What are your plans to sustain the position(s) after the grant period?

**Note:** The economic stimulus funds may not be used for fundraising/development positions, which is a condition of the National Endowment for the Arts authorizing legislation. If you are applying for a position that includes fundraising as one of several responsibilities, you must include a breakdown of percentage of time spent on each area of job responsibilities. You must deduct the portion of the salary that is fundraising.

**Note:** In reviewing the applications for the economic stimulus grants the Commission will rely upon, not only the responses to the questions above, but also information in the applications for General Operating Support or Services to the Field.

**C.** Sign and attached the **Certification of Assurances**.

## **KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS**

Eight copies of this application must be received no later than 5 p.m. on Monday, May 18, 2009. The Virginia Commission for the Arts will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances form.

Mail completed application with copies to:

**Virginia Commission for the Arts  
223 Governor Street  
Richmond, VA 23219  
804/225-3132  
arts@arts.virginia.gov  
www.arts.virginia.gov**

**CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS  
FOR 2009 Virginia Arts Economic Stimulus Grant**

Virginia Commission for the Arts (Commission) grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- provide the Commission an opinioned, independent audit of its financial records if the organization's income is \$300,000 or more for at least the two prior consecutive years.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission. NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

Acknowledgment of the Commission must be made in **all** published material (printed programs,



news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with the grant conditions listed above. A duly authorized individual must also sign the final report form.

**The undersigned certifies to the best of his/her knowledge that:**

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he / she has the legal authority to obligate the applicant organization.

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Typed Name of Authorizing Official	Title
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Signature of Authorizing Official	Date
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Applicant Organization Name:

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